DOCUMENT RESUME

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TITLE [A List of Curriculum Guides, Course Outlines, and Instructional Materials for All Areas of Vocational Education.]

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DESCRIPTORS Bibliographies; *Courses; *Curriculum Guides; *Instructional Materials; Occupational Clusters; Reference Books; *Resource Guides; Resource Materials; Visual Aids; *Vocational Education

ABSTRACT

The bibliography provides listings of currently available curriculum guides, course outlines, instructional and reference materials, and visual aids relevant to all areas of vocational education. The major areas under which listings are grouped include business and office occupations, trade and technical vocations, health education and occupations, consumer education, teaching, agriculture, distributive and cooperative education, automotive mechanics, and electronic servicing. Bibliographic listings were contributed by: the University of the State of New York, Bureau of Secondary Curriculum Development; the Ohio State University, Instructional and Materials Laboratory; Clemson University, Vocational Education Media Center; Oklahoma State Department of Vocational and Technical Education, Curriculum and Instructional Materials Center; Tennessee State Department of Education, Vocational Curriculum Laboratory; University of Texas, Instructional Materials Services; and Texas A and M University, Vocational Instructional Services. Almost all the listings include pricing information and some are annotated. (NH)

ED 099561

The University of the State of New York
The State Education Department
Bureau of Secondary Curriculum Development

Copies of printed materials may be ordered from . . . . . .

The Publications Distribution Unit
State Education Department
Albany, New York 12224

Vocational and Practical Arts Education
Curriculum Publications

Agriculture

- Agricultural Business, Suggestions for Developing Courses of Study in. 1968
- Agricultural Mechanization, A Guide for Planning and Organizing. 1969
- Conservation, A Guide for Planning and Organizing. 1968
- Farm Production and Management, A Guide for Planning and Organizing Occupational Programs. 1970
- F.F.A. Leadership Training Manual. 1968
- Ornamental Horticulture, A Guide for Planning and Organizing. 1968
- Resource Guide for a Modular Program in Agricultural Occupations. (Winter 1974)

Business and Office Occupations

- Administrative Handbook for Business Education. 1971
- A.D.P. Supplement for Bookeeping I and II Syllabus. 1971
- Automatic Business Data Processing I and II Syllabus. 1972
- Bookeeping and Accounting I and II Syllabus. 1970
- Business Mathematics Syllabus. 1973
- Business Law Syllabus. 1968 rev.
- Distribution and Marketing Syllabus. (early 1974)
- General Business Syllabus. 1970
- Introductory Typewriting: Typewriting I; Personal Typewriting Syllabus. 1967 reprint
- Machine Transcription: A Uniform Educational Program (180 letters). 1974 rev.
- Machine Transcription Syllabus. 1971
- Office Practice Syllabus. 1972 rev.
- Recordkeeping Syllabus. 1969
- Salesmanship. Handbook for Teachers of. 1966
- Salesmanship, Idea Stimulators for use in Teaching. 1965
- Secretarial Practice Syllabus. 1967 rev
- Service Station Merchandising and Management. 1967
- Shorthand I and II, Transcription and Personal-use Shorthand. 1967 reprint
- Supermarket Merchandising and Management. 1967
- Visual Merchandising Through Display. 1972

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NATIONAL INSTITUTE OF EDUCATION
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CE002648

The University of the State of New York (continued)

Distributive Education

Business and Distributive Education - Classroom and Facilities Manual. 1965 rev.
Business and Distributive Education - Cooperative Work Experience Manual. 1965
The Work of the Business and Distributive Education Department Chairman. 1967

Health Occupations

Dental Assisting; Program in. (early 1974)

Home Economics

Home Economics; Syllabus for a Comprehensive Program. 1972 reprint
Home Economics Occupational Education. 1970
- Child Care Services, Training Guide. 1970
- The Physical Learning Environment. 1969
- Waiter- Waitress, A suggested Guide. 1969

Industrial Arts

Industrial Arts for Early Secondary Schools. 1972 reprint
Industrial Arts Technology Bibliography, Annotated. 1970
Plastics Resource Unit. 1966

Trade and Technical

Air Conditioning, Heating and Refrigeration; A Suggested Secondary School Guide. (reprint USOE) 1968
Automotive Service Occupations. 1972 reprint
Automotive Industries Occupations
- Automatic Transmission Services. 1973
- Brake Services. 1970
- Diesel Services. (early 1974)
- Electrical Services. 1970
- Fuel Pump Services. 1972
- Suspension and Alignment Services. 1973
- Tuneup Services. 1970

Building Industries Occupations. 1971
Building Maintenance Syllabus. 1973
Electrical-Electronics Occupations
- Core Electricity-Electronics. 1972 (experimental)
- Electrical Installation and Maintenance. (Spring 1974)
- Industrial Electronics and Controls. (Spring 1974)

Cosmetology; A Suggested Syllabus. 1969
Drycleaning and Pressing; A Suggested Guide for a Training Course. (reprint USOE) 1968
Machine Industries Occupations

Engine Lathe OPerator. 1972
Milling Machine Operator. (early 1974)
Surface Grinder Operator. 1973
Mechanical Trade Drafting Syllabus. 1971
Related General Information. 1970 reprint
Small Engine Repair; A Suggested Guide for a Training Course. (reprint USOE) 1968
Technical Electricity-Electronics. 1971
Trade Masonry Syllabus. 1972
Trade Welding Syllabus. 1972

General Occupational

Administrative Handbook for Cooperative Occupational Education Programs. 1972
Handbook for Writing Learning Objectives. 1973 reprint

Experimental and Field Trial Materials

Available from the Bureau of Secondary Curriculum Development. Distribution is limited to schools in New York State. Many are available in VT-ERIC microfilm collection.

Home Economics
Clothing Services Training Guide. 1971
Food Services Training Guide.1971
Home Furnishings Services Training Guide. 1970
Housekeeping Services Training Guide. 1970

Trade and Technical

Auto Damage Corrections Occupations. 1969
Instrumentation and Control Systems. 1970
Mechanical Technology. 1969

Instructional and Materials Laboratory
Trade and Industrial Education
The Ohio State University
1885 Neil Avenue
Columbus, Ohio 43210

Business and Office Occupations

Bulletin	1.	Cooperative Office Education, Suggested Procedures for Organizing, Conducting, coordinating and Instructing.	$1.15
..	4.	A Self- Evaluation Instrument	$1.00
..	7.	Senior Intensive BOE CORE, for Selected 12th Grade Students	$1.35
..	8.	General Clerical Occupations	$3.75
..	9.	Stenographic and Related Occupations	$1.00
..	10.	Programmed Shorthand Laboratory	$1.40
..	13.	Overview of the Intensive Program-BOE IN School Program Grades 11-12	$1,00
..	18.	Supplementary Materials Handbook for IOE	$1.00
..	19.	Training Plans for Cooperative Office Education	$1.00

Diversified Cooperative Training

These forty-five training plans and progress records were developed as a valuable in conducting more effective cooperative training programs. Plastic bound in a durable cover, the training plans cover:

Aircraft Mechanics
Automatic Pinspotter Mechanic
Auto Mechanic
Automotive Collision Repair
Baking
Bricklaying
Cabinet Making
Carpentry
Carpet and Linoleum
Cleaning and Pressing
Commercial Cooking
Custodial Work (school)
Dairy Processing
Dental Assistant
Dietitians Assistant
Doctor and Dental Assistant
Drafting
Electrical Appliance Servicing
Electric Motor Repair
Electrical Wiring
Industrial Maintenance
Industrial Sewing Machine Mechanic
Lithography
Machine Trades
Making and Installing Neon Signs
Medical Lab Technicians
Meat Cutting
Monumental Stone Cutting
Motion Picture Projectiionist
Painting and Decorating
Photography
Plumbing
Pre-Nursing
Printing
Radio and TV Servicing
Residential Wiring
Sheet Metal Work
Sign Painting
Watch and Clock Repair
Welding

Farm Machinery Servicing
Floriculture
Furniture Upholstery and Repair
Wheel Alignment and Frame Straightening
X-Ray Technician Assistant

TP1-45, $4.40 per bound set

Vocational Education in Diversified Cooperative Training - Mis-4

This manual is a description of the objectives, standards, and operating policies of a trade and industrial education program planned to meet the needs of the small community. While several occupations may be included in this program, the individual student receives training in only one; thus the term "diversified" applies to the program as a whole and not to the experience of the student. For those schools and communities that are considering instituting such a program, this manual will be a valuable asset.

Price $ .85

DCT Reference Materials Mis - 9

A listing of instructional materials for the teaching of prominent vocational subjects. These materials have been chosen for their general excellence, by committee, and are comprised of publications from most states active in vocational education. Also listed, with the title of each publication, are the reference materials for each, plus the address from which the listed materials may be obtained.

Price $.50

Health Education

Practical Nurse Education in Ohio
Research Bulletin #4 - Mis - 17

This bulletin is based on a doctoral research study by Gordon G. McMahon, entitled "Comparison Of Work Assignments With Training in Ohio Public Schools Of Practical Nursing." Western Reserve University, 1963.

Thos bulletin summarizes a study which was made to determine whether schools are offering training which prepares the graduate to perform the duties assigned in her daily work. Price $.85

Practical Nurse Teacher Education in Ohio
Research Bulletin #4 Mis 17

This bulletin is based on a doctoral research study by Donald L. Karr entitled, Problems and Perceptions of Practical Nursing Instructors in Relation to their Trade and Industrial Teacher Education Program", The Ohio State University, 1970. The conclusions present problems associated with practical nurse teacher education and recommendations for further research are offered.

Price $ .85

Home Economics Guide For Planning - HEGP

"Guide for Planning" will be helpful to everyone concerned with making the most effective use of Home Economics Department space and equipment . . .at the start, and as changing requirements may later dictate. Administrators, Boards of Education, architects, educational consultants, Home Economics teachers . . . all can benefit from the practical ideas in this "Guide for Planning". Price $1.50

Home Economics Curriculum Guide - HECG

This 477 page guide has been developed through the cooperative efforts of home economics teachers, teacher educators of universities and the home economics supervisory staff of the State Department of Education. It is adaptable to any home economics program in any state.

Suggested Space and Equipment Cost - HESE

This bulletin has been prepared to help school administrators, architects, home economics teachers, and others plan and develop programs in high schools and joint vocational schools. Facilities suggested are adequate for programs for employment in occupations utilizing home economics knowledge and skills.
Price $1.50

The In-betweens - HEIB

It is the purpose of this curriculum guide to present examples of the kinds of activities which will give the student with special learning needs concrete experiences inthe basic skills most needed to be a socially mature individual, capable of functioning successfully in our adult society.
Price $3.25

Manual Of Operation
Consumer Home Making and Job Training - HEMO

Written primarily for teachers, administrators and supervisors, the intent of this effort is the analysis and summerization of policies and procedures for operation of Vocational Home Economics Programs at the secondary, post secondary and adult levels.
Price $1.25

Consumer Education - Curriculum for Ohio- Grades k - 12 HECECG

This guide offers opportunity for versality in teaching a number of consumer education concepts of fundamental importance in real life situations in our educational system today.
Price $2.50

Supplements for Consumer Education

The supplements are composites of learning experiences pertinent to the various instructional curricula to help the instructor apply consumer education to student interests.

Home Economics	Supplement 1
Vocational Agriculture	Supplement 2
Trade and Industrial	Supplement 3
Business and Office Education	Supplement 4
Manpower Training	Supplement 5
Occupational Work Adjustment	Supplement 6
Distributive Education	Supplement 7
Social Studies	Supplement 8
Home Economics for Families with Limited Incomes	Supplement 9
Home Economics Job Training	Supplement 10
Industrial Arts	Supplement 11
Grades K-6	Supplement 12

Price $2.40 each

Cumulative Record Sheets of Home Experiences in Day Schools - CUM

Pad of 50 sheets for use in student's personal folder to record his experiences in each year of HEC.

Price $.45

Vocational Home Economics Job Training-
Multi-Area Curriculum - HEMAJ

This instruction and resource guide is designed for teachers of the cooperative Multi Area curriculum. Containing instruction sheets, bibliographies, it will help the teachers guide twelfth grade students toward entry level employment in one of four service areas: child care, community and home, food, or fabric.

Price $ 3.50

Occupational Work Experience

Occupational Work Experience Student Handbooks OWE-26
Occupational Work Experience Instructor's Manual - OWEI

A new approach in classroom materials for students who are not progressing in one of the regular school programs. Each of the twenty-six instructional units is bound separately and pre-punched for a three ring notebook. Easily adaptable to individualized instruction, worksheets are included and the text is written so that OWE students can understand it.

Topics covered include:

Safety	Personal Qualities
Orientation	Social Security
Why Stay in School	Labor Unions
Driving Safety	Personal Budgeting
Using a Telephone	Buying a car
Using a Newspaper	Money and Banking
Conducting Your Meeting	Insurance
How to Study	Personality
Decision Making	Smoking
How to Apply for and Get a Job	Alcohol
What the Employer Wants	Narcotics
Labor Laws	You and the Law
Workman's Compensation	Government and You

An instructor's manual is also available which sets forththe goals of each lesson, and gives ideas for classroom discussions, activities, and answer sheets.

Price OWE-26 $8.00
Price OWEI $4.00

Understanding Cooperative Vocational Education - Instructors Guide G-2

This Instructor's Guide familiarizes the OWE Coordinator with the family of vocational education of which he is a part.

Price $1.00

Understanding and Instructing the OWE Student- Instructor Guide G-4

This Instructor's Guide is designed to help the coordinator in his classroom instruction of OWE students. It is hoped that it will provide him with some insight into the typical learning problems encountered when teaching the "disadvantaged student.

Price $1.50

Constructing an OWE Course Outline - Instructor's Guide -G-5

This guide is designed to help the OWE coordinator develop his course of study in a sound well-organized manner.

Price $1.00

OWE Course of Study Construction - Instructor Guide G-9

The purpose of this guide is to study the elements and learn the technique of constructing a course of study. It should prove valuable in working with students in the OWE program.

Price $1.50

Occupational Work Experience Sample Course of Study MIS 40

The sample course of study will assist instructors to develop a program for these students who have been selected for this type of education.

Price $2.00

Occupational Work Experience Guideline - Mis 42

The Occupational Work Experience Guideline is designed as a guide for coordinators in working with the academic underachiever who has not yet found an interest in learning or schoolwork.

Price $1.50

Trade and Industrial

Asbestos Workers - Instructor's Manual - AWI
Price $5.25

Asbestos Workers - Learner's Manual- AWL
Price $4.15

Basic Electronics I
Basic Electronics I Instructor's Manual BEI-1
Basic Electronics 1 Learner's Manual BEL-1
Basic Electronics 1 Experimental Manual BEE-1
Price BEI-1 $4.25
Price BEL-1 $3.75
Price BEE-1 $4.50

Basic Electronics II
Electronics II- Instructor's Manual - BEI-2
Electronics II- Learner's Manual - BEL - 2
Electronics II - Experimental Manual - BEE - 2
Price BEI - 2 $4.50
Price BEL - 2 $4.50
Price BEE - 2 $6.00

Bricklaying - 1
Bricklaying 1 - Learner's Manual - BRLM - 1
Bricklaying 1 - Answers - BRA - 1
BRLM - 1 $1.60

BRA - 1 $1.00

Bricklaying - II
Bricklaying II Learner's Manual - BRLM - 2
Bricklaying II Answers - BRA - 2
Price BRLM 2 $2.50
Price BRA - 2 1.00

Custodial Training - Learner's Manual - CTLM - 1
Price $2.25

Electric Lineman Training
A series of printed, bound manuals developed cooperatively by Ohio Electrification personnel and Rural Electrification Job Training and Safety Instructors throughout the nation.

Basic Electricity - Instructor's Manual - ELIM - 1
A complete course in the form of lesson plans designed to aid both the related and shop instructor in the presentation of the principles of basic electricity. Basic experiments for group or individual demonstration are used throughout. Course covers only the necessary basic principles needed.
Price $2.00

Basic Electricity - Learner's Manual - ELLM- 1
Individual assignments designed to give the learner a thorough understanding of basic electricity. The material is organized to use with the instructor's manual for group instruction or by itself for individual instruction. It contains such assignments as; The Complete Circuit; Paths for the Electric Current; Ohm's Law; Controlling Current by Resistance; Heating Effect by Current; Magnets and Magnetic Fields; and so on.
Price $2.00

Basic Electricity - Experimental Manual - ELEX - 1
A series of simple but important experiments designed to accompany the basic electricity course. Price $1.00

Basic Instructional Units for the Electrical Trade - ETIM =1
This manual contains a suggested course outline for basic electricity and basic electronics. It is designed to aid the instructor in developing a more complete course of study in these areas.
Price $1.25

Emergency Victom - EVCM
Emergency Victom Care - Instructor's Manual - EVCIM
An entitely new textbook developed and designed specifically for the training of emergency medical personnel.This text reflects the recommended procedures and applicationsof the total emergency ambulance operation, and contains 372 pages with over 400 illustrations.
Price EVCM $4.25
Price EVCIM $4.50

Fire Service Training - Textbook - FT 3

This is a textbook designed for the training of competent volunteer and paid fire fighters and used as the text for the basic thirty-six hour basic and advanced fire service training course.

Fire Service Training - Instructor's Manual - Basic Course
FTIM - 3

Contains twenty-six detailed teaching guides for the basic course and is keyed to the Fire Service Training textbook.
Fire Service Training- Learner's Workbook - Basic Course
FTLM - 3

These 26 assignments break the Fire Service Training textbook down into easily understandable lessons.

Hydralics - Learner's Manual - HYLM - 1

The Hydraulics Learner's has been developed to meet an expressed need for basic training materials for the training of maintenance personnel and others involved with the use of hydraulics.

Price $3.00

Hydraulics - Answer Book HYLA - 1

The Basic Hydraulics Answer booklet has been fabricated for use with the Basic Hydraulics Learner's Manual.

Law Enforcement Officer Training, Basic Course - LELM-1

This manual is designed for use in the Law Enforcement Training Program of the Ohio Trade and Industrial Education Services which is to provide the law enforcement officer with the skills and technical knowledge essential in carrying out his duties.

Price $4.00

Law Enforcement Officer Training, Basic Course - Instructor's Manual - LEIM - 1

This Instructor's Manual contains the teaching guides for each of the training procedures contained in the Learner's Manual, Basic Course and also the training procedures.

Price $8.25

Machine Trades 1 - Learner's Manual - MTLM - 1
Machine Trades - Answer Book - MTA-1

This manual covers: Bench Work, Drilling Machine Work, Engine Work, Turret Lathe Work, and Power Saw Work. A comprehensive objective review or test follows each unit to provide a check on the individuals progress and ability.

Price MTLM - 1 $3.25
Price MTA-1 $1.50

Machine Trades II-Learner's Manual, Third Edition- MTLM-2
Machine Trades II- Instructor's Manual, Third Edition- MTIM-2

This manual is a companion volume to Machine Trades I containing: Shaper Work, Milling Machine Work, Planer Work, Grinder Work, Metallurgy, Heat Treating, and Gears and Gearing

Jigs and Fixtures-Learner's Manual- MTLM-3

This manual covers elementary design of simple jigs and fixtures.

Price $1.25

Basic Instructional Units For The Machine Trades-MTIM-4

Price $1.00

Nursing Procedures For The Practical Nurse- Learner's Manual
NPPN-2

Nursing Procedures For The Practical Nurse is a learner's manual designed to assist in the teaching of those principles of nursing which are normally the responsibility of the practical nurse

Price $4.00

Nursing Arts Practice-NALM-1

A manual of basic nursing procedures for students in nurse's aide training programs.

Price $2.50

Printing-Learner's Manual-PLM-1
Printing-Instructor's Manual-PIM-2

The major subject areas covered are as follows:

Orientation
Printing Planning
Composition
Copy Camera Work
Platemaking
Presswork
Bindery
Paper Technology
Ink Technology

Price PLM-1 $2.75
Price PIM-2 $3.25

Understanding Radio-Instructor's Manual-ELIM-5

A manual to give the instructor an abbreviated lesson plan when using group instruction methods for the teaching of a course in radio.

Price $1.30

Understanding Radio-Learner's Manual-ELLM-5

This manual consists of 60 individual assignments which make up a beginning course in radio.

Price $1.60

Residential Wiring-Learner's Manual-ELLM-7

This manual is a part of a series of instructional materials which has been developed in the field of electricity and electronics. This book is recommended for related instruction in the training of apprentices as well as for a unit of work for the in-school electrical trade program.

Price $2.00

Residential Wiring-Answer Book-ELA-7

This answer book has been compiled for use with the Residential Wiring Learner's Manual.

Price $1.00

School Bus Driving-Learner's Manual-SBLM-1

This School Bus Driving manual has been designed to give drivers a better understanding of the many responsibilities involved in providing safe and economical pupil transportation services.

Price $.2.50

School Bus Driver Training-Pre-Employment Manual-SBPE

The purpose of this manual is to assist prospective school bus drivers to become familiar with the transportation laws and regulations.

Price $2.00

School Bus Driver Education SBDE

This advanced course continues a training program which began with the Basic Course, School Bus Driver Training.

Price $2.50

School Bus Driver Education-Special Education Driver's Manual SBSE

This manual helps the Ohio special education school bus driver become familiar with transportation laws and regulations of both the General Assembly and the State Board of Education, the best technique of school bus driving, and the magnitude of their responsibilities for passenger safety and convenience.

Price $3.25

Miscellaneous

Ohio Association-Vocational Industrial Clubs of America (Official Handbook)-VICA-1

This handbook is an invaluable aid for new mew members and officers of the local Vocational Industrial Club organization. Price $.75

OHIO Association-Vocational Industrial Clubs of America Local Officer's Handbook VICA-2

This book is an invaluable aid for members and officers.

Price $1.00

Human Relations

Human Relations Training-Instructor's Manual-STIM-2

The development of this course is based on the belief that the fundamental principles of good supervisor-employee relations can be analyzed and expressed in concrete, workable elementswhich simplify and clarify the complicated subject of human reactions.

Price $2.80

Human Relations-Handout Sheets-STLM-2

A visual tie-in with the instructor's Manual. These sheets are designed to emphasize important points in presenting the course.

Price $1.00

Human Relations-Tape Recordings-STTR-2

Recordings of the cases which are to be presented by the instructor may be procured on tapes or records.

Price $4.00

Instructor Training

Instructor Training-Instructor's Manual-STIM-1

The course outlined here has two basic objectives. First, to provide the future tradesman-instructor with an improved method of instruction based on the laws of learning which will enable him to teach others the related technology or the manipulative skills of this trade. Second, to build a corps of qualified, trained instructors for trade, public service, and industrial occupations in the adult training field.

Price $3.00

Instructor Training-Handouts-STLM-1

A portfolio of 19 handout sheets designed to be used in conjunction with the Instructor Training Course.

Price $ 1.00

Effective Speaking

Effective Speaking-Instructor's Manual-STIM-4

A complete 12-15 hour course designed to improve the ability of supervisory personnel to express themselves.

Price $2.00

Effective Speaking-Handout Sheets-STLM-4

A portfolio of 20 handout sheets correlated with the instructor's manual.

Price $ 1.00

Job Methods

Job Methods-Instructor's Manual-STIM-5

Anoutlined text on procedures in training personnel to seek and initiate improvements in their daily work by means of finding more efficient ways of completeing their tasks.

Price $2.75

Job Methods-Handout Sheets-STLM-5

A portfolio of handout sheets essential to students to illustrate important points. Price $ 1.00

Conference Leadership

Leadership in Discussion Techniques-Instructor's Manual STIM-6

This manual has been prepared as an aid to the prospective conference leader who will be engaged in leading conferences in his own or other organizations.

Price $4.00

Leadership In Discussion Techniques-Handout Sheets-STLM-6

Aportfolio of 35 handout sheets designed to be given out to the learner during the conference leadership course.

Price $ 1.00

Teacher Improvement

Introduction To Vocational Trade and Industrial Teaching (Pre-Service)-A-1 (In Service)-A-2

To improve teaching and evaluation technique in Trade and Industrial Education.

Price $ 1.00 each

Study Guide3, Relationship of the Vocational Instructor to the Community-TISG-3

To assist the trade teacher in becomming acquainted with duties and responsibilities outside of the shop or classroom by which the community in which he teaches will judge him and his school.

Price $ .50

The Ohio State University (continued)

Study Guide C-7 Conference Techniques in Teaching

To acquaint the instructor with the conference technique and further understanding of the conditions of conference technique and skills of group instruction.

Price $ .50

Study Guide C-9-Use of Laboratory Procedure in Teaching Trade Technology

To assist the instructor in selecting items of trade information which can be better understand by teaching the principles involved.

Price $ .50

Study Guide C-10-Correlation Of Shop and Trade Technology Instruction

To provide a means of organizing the instruction in such a way that it will be more helpful and meaningful to those who team teach.

Price $ .75

Instructor Guide C-11-Selection and Use of Teaching Aids

To help the beginning instructor become familiar with audiovisual aids to strengthen his teaching program, assist him in preparation of the aids, and encourage him to learn the sources of the teaching aids he will want to use.

Price $ .65

Unit D-Selection and Organization of Subject Matter in Trade and Industrial Education

Study Guide D-2-Trade and Occupational Analysis

To familiarize the instructor with trade or occupational Analysis procedures and terminology.

Price $ 1.00

Instructor Guide D-4-Course of Study Construction

To study the elements and learn the technique of constructing a course of study for an entire one or two year trade program with the units of work blocked out, plans for their development set down, and the order in which they will be taken up and how they will be presented.

Price $ 1.25

Study Guide D-5- Preparing and Using Lesson Plans

To help the instructor identify the characteristics of a good lesson. The "four step" lesson plan is explained in this study guide and is applied to shop and other related lesson plans.

Price $ .50

Study Guide D-6-Effective Teaching of Safety

To assist the shop instructor in setting up and operating a shop safety program. The situations for teaching methods of safety are in this program. Price $ .50

Study Guide D-7-Developing and Constructing Teaching Aids

To provide the instructor with the basic knowledge needed to construct his own teaching aids which will assist in effective instruction and make his job more meaningful and easier in the long run.

Price $ .75

Unit E- Shop and Laboratory Organization and Management

Instructor Guide E-3-Control and Dicipline of Student Groups

To help the instructor realize the importance of good shop and classroom conduct which is the product of his own habits, conduct, personal appearance, speech, etc.

Price $ .75

Instructor Guide E-5 Sponsoring A Vocational Industrial Club

To help the instructor with the official youth organization of Trade and Industrial Education and in organization and operation of the local clubs.

Price $ .75

Instructor Guide F-1-Methods of Evaluating and Recording Students' Progress

To help the vocational instructor develop and properly utilize concrete devices to evaluate and record student progress. Rating scales and progress charts are included in this unit.

Price $ 1.50

Instructor Guide G-1-Teaching Methods and Techniques in Trade and Industrial Education

To provide information concerning basic practices of coordination.

Price $ 1.50

Handbook For Trade Extension Teachers MIS-7

This handbook has been prepared by the teacher-educators of the Trade and Industrial Education State Staff as a guide to a Four hour training program for trade extension teachers.

Price $ .75

Study Guide 44, Methods of Keeping Up-To-Date In The Trade
TISG-44

To acquaint the instructor who has had no direct contact with the trade for several years with current manipulative practices and the technology, and upgrade the trade skill and knowledge of the instructor who has had recent contact with the trade.

Price $ .50

Unit C-Teaching Methods and Techniques in Trade and Industrial Education

To encourage the instructor to read some of the text materials on oral questioning techniques and enable him to understand and appreciate the art of asking oral questions.

Price $ .75

Study Guide C-2-Methods of Group Instruction

To acquaint the instructor with group instruction methods of teaching for more effective instruction.

Price $ .75

Study Guide C-3- Methods of individualized Instruction

To help the instructor understand and appreciate the need for individualized instruction and familiarize him with the essential techniques and materials.

Price $.50

Instructor Guide C-4-Organizing and Conducting Effective Demonstrations

To aid the instructor in using demonstration as a tool for effective teaching.

Price $ .75

Study Guide C-5-Principles of Learning

To help the instructor understand the learning process and the processes for developing skills. It will help the instructor in distinguishing between superficial learning and permanent learning.

Price $ .75

Instructor Guide C-6-Individualized Instruction in tne Related Classroom

To aid the instructor in providing an individualized study technique he can teach his students and in providing individualized instruction when instructional aids are not available.

Price $.75

Study Guide 33, Individual Differences-TISG-33

To bring to the attention of the instructor the existence of inherent individual differences, their implications in relation to the preparation of instructional materials, and the methods he may use in offsetting them.

Price $ .50

Study Gyide34, Relation of Standardized Tests to The Vocational Program-TISG-34

This unit treats testing from the standpoint of the vocational instructor who has not studied tests and measurements in a formal class.

Price $ .50

Study Guide 39, Equipment Selection, Shop Design, and Layout TSIG-39

This study guide is intended to be used so each member of the class will be working on his own problem, thus he may work singly or as a member of a group interested in a particular problem in shop design.

Price $ .50

Study Guide 40, Equipment Selection, Trade Technology, Laboratory Design and Layout-TISG-40

Vocational teachers will benefit from this unit if they:
Contepla'e changing their methods of teaching trade technology from old segrated subject matter areas to laboratory procedures.
Anticipate building changes or new school construction which will require the planning and equippimg of a new laboratory for teaching trade technology.

Price $ .50

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Auto Body and Fender Repairman

Assignments cover properties of metals, tools, and equipment, welding, plastic fillers, and procedures for straightening sheet metal and body frames. Required references are Melvin T. Richert, How to Control Auto Body Sheet Metal, Chilton Book Company, and Robert L. Sargent, Automobile Sheet Metal Repair, also by Chilton Book Company.

Study Guide and Unit Tests $5.50
Answer Book $2.50

Automotive Electrician

Fundamentals of electricity, generators, cranking motors, storage batteries, ignition, headlights, horns, switches, and accessories are dealt with in 11 units. The assignments are based on William H.

The University of Texas (continued

Crouse, Automotive Electrical Equipment, sixth edition, McGraw--Hill Book Co.,Inc.. The assignment on safety is based on Harold T. Glenn, Automechanics , Chas. A. Bennet Co. Inc.

Study Guide and Unit Tests $6.00
Answer Book $3.00

Automobile Mechanics (Automobile Mechanic)

This guide coversacareers for automobile mechanics, tools, safety, engine principles, fuel systems, clutches, transmissions,suspension systemsw brake systems, electrical systems, and air conditioning. Two references, written by Martin W. Stockell and published by Goodheart-Willcox Co. Inc. are Auto Mechanics Fundamentals and Auto Service Repair, 1969.

Study Guide and Unit Tests $5.00
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Auto Partsman

The 58 assignments are organized into 4 divisions: stockroom procedures, merchandising information, master plans for handling parts, and effective display. References for automechanics are used in this guide as well as the Automotive Service Industry Association's Automotive Wholesaler Counterman's Handbook.

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Baking (Baker) 1970

Assignments cover a safe and sanitary bakery, measuring ingredients, mixing bread and roll dough, making sweet dough,and specialties, making pies and pastries, and making cakes and cookies. Referencies are William J. Sulton, Practical Baking,1965, AVI Publishing Co. Inc. and Preventing Food-Borne Diseases by the Texas Department of Health.

Study Guide and Unit Tests $6.00
Answer Book $2.75

Brake and Wheel Alignment Mechanic 1971

Information on safety, brake assemblies, application systems, brake systems, brake service, the complete brake job, front end suspensions systems, wheels and tires. The assignments are based on Walter Alley and Walter Billet, Automotive Suspensions, Steering, Alignment and Brakes, fourth edition, American Technical Society.

Study Guide and Unit Tests $5.00
Answer Book $2.50

Cabinetmaking 1970

The 78 assignments deal with general shopwork. References are John Feirer, Cabinetmaking and Millwork, 1967, Chas. Bennett and Co., Inc. James J. Hammond, Woodworking Technology, McKnight and McKnight Pub. Co.; William F. Holtrop and Herman Rjoth,

The University of Texas (continued)

Modern Machine Woodworking, 1963, The Bruce Publishing Co.; and Adnah Clifton Newell and William F. Holtrop, Coloring, Finishing, and Painting Wood,1961, Chas. A. Bennett Book Co.

Study Guide and Unit Tests $4,70
Answer Book $1.95

Chef 1969

The 65 assignments, and 25 units of study are based on Robert Haines, Food Preparation for Hotels, Restaurants, and Cafeterias,1968, American Technical Society; and Texas Department of Health, Preventing Food-Borne Diseases.

Study Guide and Unit Tests $3.75
Answer Book $1.90

Commercial Artist 1969

The 59 assignments and 9 units of study have as their references, Tom Cardamone, Advertising Agency and Studio Skills, 1967, New York: Watson-Guptill Productions, Inc.; Ralph Maurello, Commercial Art Techniques, 1963, New York, Tudor Publishing Co.; Vernon Mills, Making Posters, 1967, New York: Watson-Guptill Publications, Inc.; J.I. Biegelson and M.A. Cohn, Silk Screen Technique, 1958, New York: Dover Publications, Inc.; Ross F. George, Speedball Textbook, 19th edition, New York: London Book Co.Inc. ;C.R. Havighorst, Simplified Show Card Lettering, 1946, New York: the Butterick Co.; A.D. Bogorad, It's Fun To Draw, 1944New York: Tudor Publishing Co.; and Walter Brooks, The Art Of Drawing Heads and Hands, 1966, New York: M. Grumbacher, Inc,

Study Guide and Unit Tests $5.85
Answer Book $2.95

Commercial Electrician 1969

There are 33 assignments arranged in 5 units of study that deal with safety, tools, roughing-in, trim-out and service entrance. References are H.P. Richter, Practical Electrical Wiring, seventh edition; Frank Stedka and Merwin Brandon, National Electrical Code, 1966; and C. Clifford Carr, American Electricians' Handbook, eigth edition. all three books are published by McGraw-Hill Book Co., Inc.

Study Guide and Unit Tests $3.50
Answer Book $1.55

Drafting 1971

The 80 units covering architectural and structural drafting are based on Thomas E. French and Carl L. Svenson, Mechanical Drawing, sixth edition, McGraw-Hill Book Co.; Thomas French and Charles J. Vierck, Engineering Drawing, tenth edition, McGraw-HillBook Co. Inc.: Henry Cecil Spencer, Basic Technical Drawing, revised edition; and Harvey W. Waffle, Architectural Drawing, revised edition, The Bruce Publishing Company.

Study Guide and Unit Tests $4.00
Answer Book $1.95

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Electric Motor Repair 1973

The first 30 assignments are designed for first-year students and are self contained. The remaining28 assignments are designed for second-year students and keyed to Robert Rosenberg's, Electric Motor Repair, second edition, Holt, Rinehart and Winston, Inc.; and the University of Texas at Austin, Hand Tools For The Metal-Working Trades.

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Answer Book	$ 6.50

Floral Designer 1968

There are 46 assignments, 8 units of study, which cover introduction to the florist industry, basic information, corsages, principles of floral design, flower arrangement, weddings,and funerals. The required text is M. Benz, Flowers: Geometric Form, Houston: San Jacinto Publishing Co.

Study Guide and Unit Tests	$ 6.05
Answer Book	$ 2.40

Furniture Finishing 1969

There are 51 references, 13 units of study, based on four references: Adnah Clifton Newelland William F. Holtrop, Coloring, Finishing and Painting Wood, Chas. A. Bennett Co., Inc.; Moreton Marsh, The Easy Expert in Collecting and Restoring American Antiques, J.P. Lippincott Co.; Robert Scharff, Complete Book Of Wood Finishing, McGraw-Hill Book Co.; Inc.; and George A. Soderberg, Finishing Materials and Methods, McKnight and McKnight Pub. Co.

Study Guide and Unit Tests	$ 4.00
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Furniture Repairman and Upholster 1970

The 48 assignments, 14 units of study, deal with careers in the furniture repair industry, safety, tools and machines, furniture frames, replacement of parts, regluing parts, removal of old finishes, refinishing, fabrics, and construction materials for upholstering. Required references are John L. Feirer, Cabinet-making and Millwork, 1967, Chas. A. Bennett Co., Inc.; and Benjamin C. Luna, Upholstery: Refinishing and Restyling, 1969, American Technical Society.

Study Guide and Unit Tests	$ 4.50
Answer Book	$ 2.50

Machinist 1972

Safety, tools, and equipment, principles of measurement and drawing, metals and alloys,and basic metallurgy are covered in 71 assignments, 17 units. Texts are Willard J. McCarthy and Robert E. Smith, Machine Tool Technology, third edition, McKnight and

The University of Texas (continued)

McKnight Pub. Co.; and John R. Walker, Modern Metalworking, the Goodheart-Wilcox Co., Inc.

Study Guide and Assignment Tests	$8.50
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Motorboat Mechanic 1970

The 32 assignments, 9 units of study, deal with the fundamentals of motorboat engines and hull repair. References are Audels Outboard Motor and Boating Guide, 1968, Howard W. Sams and Co.;and Outboard Motor Service Manual, 1967, Abos Marine Division Technical Publications. References for hull repair are Charles F. Chapman, Boat Maintenance--Afloat and Ashore, Part II; and Hugo du Plessis, Fiberglass Boats--Fitting Out, Maintenance and Repair,Aldard Coles in association with John DeGraff.

Study Guide and Unit Tests	$ 4.00
Answer Book	$ 2.00

Motorcycle Repairman 1970

Topics covered in the 59 assignments, 17 units of study are shop safety, hand tools, fundamentals of internal combustion engines, types of engines, lubrication, cooling, fueland ignition systems, and running gear. References are Ted Pipe, Small Gasoline Engines Training Manual, Howard W. Sams and Co.; Jud Purvis, All About Small Gas Engines, 1963, Goodheart-Wilcox Co., Inc.; and Ritch OCee, Motorcycle Troubleshooting Guide, 1966, Chilton Book Co.

Study Guide and Unit Tests	$ 6.85
Answer Book	$2.90

Photography 1969

The 47 assignments, and 20 units of study, dealing with the nature of photography, tools and equipment, making photographs,developing and printing,and scope and limitations of photography. Based on Andreas Feininger, The Complete Photographer, Prentice-Hall Co. Inc.; and Robert A. McCoy, Practical Photography, McKnight and McKnight Pub. Co.

Study Guide and Unit Tests	$ 3.75
Answer Book	$2.50

Plumber 1969

Safety, blueprint reading, tools mathematics,pipe, connections and joints, materials and equipment, sewage disposal, water distribution systems, maintenance and repair,are dealt with in 65 assignments, 20 units. Based on Harold E. Babbit, Plumbing, McGraw Hill Book Co.Inc. and A.J. Matthias and Esles Smith, How To Design and Install Plumbing, American Technical Society.

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The University of Texas (continued)

Printer 1970

The 82 assignments, 8 units of study,are concerned with hand composition, Linotype composition, imposition and lock-up, platen presswork, planning and photo-offset printing. References are Glen U. Cleeton, Charles W. Pitkin, and Raymond L. Cornwell, General Printing; John E. Cogoli, Photo-Offset Fundamentals,McKnight and McKnight Pub.Co.; Randolph Karch, Graphic Arts Procedures; Basic, and Mergenthaler Linotype Company, Linotype Keyboard Operation, 1967.

Study Guide and Unit Tests	$ 4.25
Answer Book	$ 2.50

Refrigeration and Air Conditioning 1969

The 19 units of study deal with principles of refrigeration, tools and materials, basic refrigeration systems, electric motors, domestic hermetic systems, commercial systems, fundamentals of air conditioning, and types and operations of air conditioners. There are 106 assignments. Required reference is Althouse, Turnquist, and Bracciano, Modern Refrigeration and Air Conditioning.1968, Goodheart-Wilcox Co., Inc.

Study Guide and Unit Tests	$ 5.45
Answer Book	$ 2.15

Residential Wiring 1970

The 34 assignments, 8 units of study, cover safety, tools, rough=in, trim-out, signal system, appliance installation, trouble shooting, service calls, and customer relations. References are Edwin P. Anderson, Home Appliance Servicing, 1968, Howard W. Sams and Co.; Kennard C. Graham, Interior Electric Wiring, 1968, American Technical Society, Floyd Mix, All About House Wiring, Goodheart-Wilcox Co., Inc., and H.P. Richter, Practical Electric Wiring, McGraw-Hill Book Co., Inc.

Sheet Metal 1966

Safety, tools and equipment, pattern development mathematics, fabricationand installation are covered in 55 assignments, 14 units of study. References are Leroy Bruce and Leo Meyer, Sheet Metal Shop Practice, Delmar Sheet Metal Series: Hand Processes, Job Sheet Series, Machine Processes, Measurement and Layout, and Sheet Metal Mathematics, Delmar Publishers Inc.; J. W. Giachino and Henry J. Beukema, American TechnicalSociety's Drafting. American Technical Society; Harold G. Silvius and Gerald B. Baysinger, Safe Work Practice In Sheet Metal Work, 1969, American Technical Society; and Henry Cecil Spencer, Basic Technical Drawing, The Macmillan Co.

Study Guide and Unit Tests	$ 5.00
Answer Book	$ 2.40

The University of Texas (continued)

Small Gasoline Engine Repair 1965

In the 53 assignments, fundamentals of internal combustion engines, shop safety, hand tools, types of engines, lubrication, cooling, ignition and fuel systems, are dealt with in 14 units of study. References are Audels Gas Engine Manual, 1963, Howard W. Sams and Co.; Jud Purvis, All About Small Gas Engines, Goodheart-Wilcox Co. Inc., Small Engines Service Manual, Technical Publications, Inc.; and George E. Stephenson, Small Gasoline Engines,Delmar Publishers, Inc.

Study Guide and Unit Tests	$ 3.50
Answer Book	$ 2.40

Television Service and Repairman 1968

The full scope of electronics relating to television service and repair is covered in 98 assignments, 37 units. References are Bernard Grob, Basic Electronics, McGraw-Hill Book Co., Bernard Grob and Milton Kiver, Application of Electronics; Paul B. Zbar and Peter W. Horne, Advanced Servicing Techniques, Vol.II, Hayden Book Co.

Study Guide and Unit Tests	$ 8.00
Answer Book	$ 2.50

Welding 1967

The 43 assignments, 14 units of study, deal with safety, metal properties and identification, oxyacetylene welding and cutting, alternating-current arc welding, direct welding, special welding processes and applications, and gas shielded arc welding. References are Andrew D. Althouse, Carl H. Turnquist, and Bowditch, Modern Welding, 1965, Goodheart-wilcox Co., Inc; J.W. Giachino, William Weeks, and Elmer Brune, Welding Skills and Practices, American Technical Society; and Robert E. Smith , Forging and Welding,1965, McKnight and McKnight Pub. Co.

Study Guide and Unit Tests	$ 5.45
Answer Book	$3.15

Study Guides - Health Occupations

Dental Assistant 1970

A complete study dealing with ethics, conduct in the operaory, care od dental equipment, terminology, office management, dental anatomy, and so on. Reference is L.H. Schwarzrock and S.P. Schwarzrock, Effective Dental Assisting, Wm. C. Brown Publishers.

Study Guide and Unit Tests	$ 5.00
Answer Book	$ 3.15

The University of Texas (continued)

Dental Laboratory Technician 1967

This manual contains 68 assignments, 6 units of study. The entire realm of the dental laboratory technician, including dental materials, dental anatomy, full dentures, removable partial dentures, inlay crowns, and fixed partial dentures are covered. Required reference is U.S. Navy, Dental Technician, Prosthetic, revised, 1965, U.S. Government Printing Office.

Study Guide and Unit Tests	$ 6.25
Answer Book	$ 2.40

Medical Laboratory Aide 1970

A detailed study in such areas as general laboratory work, records and reports, laboratory mathematics, metric system, laboratory problems, slide rule and so on. Required references are Israel Davidsohn and John Henry, Todd Sanford Clinical Diagnosis by Laboratory Methods, W.B. Saunders Co.; and Clarence Taber, Taber's Cyclopedic Medical Dictionary,F.A.Davis Co.

Study Guide and Unit Tests	$ 5.95
Answer Book	$ 2.50

Nurse Aide 1969

The 49 assignments, 8 units of study, cover such topics as meeting the patient's needs, the body in need of care-structure and function, assisting withdiagnostic measures, and so on. Required references are Catherine Parker anthony, Structure and Function of the Body, the C.V. Mosby Co.; Gertrude D. Cherescavitch, A Textbook For Nursing Assistants, The C.V. Mosby Co.; Dorothy Reese, How To Be A Nurse's Aide In A Nursing Home, American Nursing Home Association; Clarence Taber, Taber;s Cyclopedic Medical Dictionary, F.A.Davis Co.

Study Guide and Unit Tests	$ 5.00
Answer Book	$ 4.00

Physical Therapy Aide 1971

The 49 assignments, 9 units, cover such areas as introduction to physicaltherapy, role of the student, clerical duties,assisting patientin activities of daily living, body requirements, and so on. Required references are Catherine Parker Anthony, Structure and Function of the Body the C.V. Mosby Co.; Howard Rusk, Rehabilitation Medicine, the C.V. Mosby Co.; and Clarence Taber, Taber's Cyclopedic Medical Dictionary, F.A. Davis Co.

Study Guide and Unit Tests	$ 8.50
Answer Book	$ 4.00

X-Ray Technology 1966

The 76 assignments, 11 units, cover such areas as general office procedures, operation of X-Ray machines, darkroom procedures, techniques, positioning and making radiographs, the lower extremity,

The University of Texas (continued)

the trunk and vertebrae, the skull, and so on. Required references are Catherine Anthony, Textbook Of Anatomy And Physiology, The C.V. Mosby Co.; Charles Jacobi and Don Paris, X-Ray Technology, The C.V. Mosby Co., and L. R. Santee and H.W. Fischer, Manual Of Roentgenological Technique, St Louis Book Distributing Co.

Study Guide and Unit Tests $ 5.35
Answer Book $ 1.85

Self-Contained Study Manuals

Automotive Power Train Mechanic 1973

A thorough study of the clutch, manual transmission, overdrive, automatic transmissions, drive shaft, and rear axle assembly. Information for each assignment is detailed and illustrated. Includes the C6 Automatic Transmission, Ford Motor Company.

Study Manual and Assignment Tests $10.80
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This manual contains 33 assignments, 8 units of study. A comprehensive study based on Automotive Refinishing by du Pont and Ditzler Repaint Manual is furnished in the set.

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Answer Book $2.50

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Answer Book $2.25

Building Maintenance Man 1973

A broad study of the fundamentals of carpentry, plumbing, painting, stuccoing, texturing, paperhanging, and many other trade areas required of maintenance mechanics.

Study Manual and Assignment Tests
Answer Book (both in print)

Carpenter 1973

A complete study of the carpenter trade, including careers in carpentry, materials, tools, safety, and a glossary. Tools For Woodworking Trades, available from this department is the reference.

Study Manual and Assignment Tests
Answer Book (both in print)

Diesel Mechanic 1973

A detailed and illustrated study of the fundamentals of a diesel engine, types of engines, two-stroke cycle and four-stroke cycle engines, the fuel system, the cooling system, the lubricating system, the governors, injectors and fuel pumps,and the exhaust system.

Study Manual and Answer book in print.

Meatcutter 1973

A thorough study of the meatcutting trade including safety; tools and equipment; careers in meatcutting; a short history of the cattle industry; how to break down the carcass of a beef, lamb, or pork, cutting retail cuts from wholesale cuts, and other aspects of the trade.

Study Manual and Assignment Tests	$12.95
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Optician 1973

Anup-to-date manual designed for those who engage in optical dispensing, aid an optician, or are training to become an optical mechanic. Fully illustrated.

Study Manual and Answer book in print

Parliamentary Procedure 1973

Designed to be used by any club or organization, this book takes a "how to" approach to parliamentary procedure. A simple and easy book to use.

Study Manual and Assignment Tests	$ 3.25
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References

Automotive Air Conditioning Service Procedures

Developed to provide the automotive air conditioning serviceman with instructions on how to perform most of the repairs required. The procedures have been perfected as to sequence and content for instruction in the classroom as well as in the shop.

Hand Tools For Metalworking Trades 1971

A required text for various metalworking study guides published by this department. Profusely illustrated.

Price $7.00

The University of Texas (continued)

Tools For Woodworking Trades 1972

A required reference for carpenters, cabinetmakers, and furniture repairmen. Three sections contain the identification, uses, and safety rules for hand tools,portable tools, and stationary power tools used in building trades. Hundreds of descriptive illustrations depict tools and their uses.

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Student's Personal Adjustment To Work 1973

A valuable tool for the cooperative teacher and trade and industrial teacher in the classroom. The 51 transparencies may be used to strengthen the class discussion.

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LP-Gas Training Manuals

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Contains chapters on hydrocarbons, kinds of LP-Gas distribution, standards and regulations for LP-Gas and instructing the customer.

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Assignment Manual	$2.00
Test Book	$1.25

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Contains chapters on science for the LP-Gas man; electricity and electrical circuits; cylinder and tank storage systems; planning and installing storage systems; sizing pipe, and so on.

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Book III, Consumer Storage Systems, Domestic Appliances

Contains chapters on the distribution chain with basic facts for the delivery men and bulk plant men.

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Assignment Manual	$2.50
Test Book	$1.25

Book IV, Agricultural, Commercial, and Industrial Applications, Carburetion, Lighting

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Contains chapters on load balancing by special applications; providing heat for animals and plants; agricultural flaming using LP-Gas industrial equipment; commercial cooking and water heating equipment.

Information Manual	$2.00
Instructor's Guide	$4.00
Assignment Manual	$2.00
Test Book	$1.00

Electrical Publications

Unit I, Basic Mathematics
(Under revision and not available at this time)

Unit-II, Basic Electricity Assignment Book

Contains assignments on basic electrical theory. The required reference is William Timbie, Elements of Electricity. John Wiley and Sons.

Assignment Book	$3.00
Instructor's Guide	$3.00

Unit III, Basic Electricity Assignment Book

Contains assignments on the generator, the operation of direct-current generators, direct-current motors, simplification of circuits, types of test instruments, and so on. The required reference is William Timbie, Elements of Electricity, John Wiley and Sons.

Assignment Book	$3.00
Instructor's Guide	$3.00

Unit IV, Basic Electricity Assignment Book

Contains assignments on the mathematics for alternating currents; trigonometric functions; vector diagrams; computation of alternating voltage and so on.

Assignment Book	$3.00
Instructor's Book	$3.00

UnitV, A-C Conventional Magnetic Motor Control, PartI

Units V and VI must be studied and mastered in consecutive order. Contains assignments on symbols, definitions, diagrams, alternating current contactors, control relays, and so on. The required reference is Gerhard·W. Heumann, Magnetic Control Of Industrial Motors, John Wiley and Sons, Inc.

Assignment Book	$2.75
Instructor's Guide	$2.75

Unit VI, A-C Conventional Magnetic Motor Control, Part II

Contains assignments on motor drive characteristics, squirrel cage motor control, acceleration of wound motor motors. A-C crane

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control, synchronous motor control, control circuit applications, introductions to logic functions, and logic function circuit design. The required reference is Gerhard W. Heumann, Magnetic Control Of Industrial Motors, Part II, John Wiley and Sons, Inc.

Assignment Book	$ 2.75
Answer Book	$ 2.75

Unit VII, Magnetic Motor Control

Contains assignments on symbols, definitions, diagrams, direct-current contractors, D-C control relays and so on. Required reference is Gerhard W. Heumann, Magnetic Control Of Industrial Motors, Part III, John Wiley and Sons.

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Unit IX A, Basic Control Functions

A self-instruction programmed manual that can be easily adapted to classroom use. Written to establish the fundamental ideas and language necessary for an understanding of static control functions and to teach the student to read and understand control functions in which logic symbols are used.

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Programmed instruction written to establish the fundamental ideas and language necessary for an understanding of industrial telemetry and telemetering logic techniques and codes.

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Unit X-A, Logical Fundamentals of Digital Computers

Programmed instruction study of the electronic digital computer control system.

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Unit X-B, Computerized Process Control

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Use of Electric Meters

Provides the student with a knowledge of the meter movements, the circuits to which meters are connected, and practical application of electric meters. The required reference is John F. Rider and Sol D. Prensky, How to Use Meters, John F. Rider Publisher.

Assignment Book	$ 1.35
Instructor's Guide	$ 3.00

Conduit Bending For Wireman

Designed for large conduit, bent by machine on industrial jobs. A study of various mathematical formulas for bending large conduit. Required text is Conduit Bending Self-Taught by Everett Gates.

Assignment Book	$ .80
Instructor's Book	$ .85

Electrical Reference Material

Manufacturer's information sheets reproduced by The University of Texas at Austin.

Price	$ 3.00

VOCATIONAL NURSING MANUALS

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